

DD / S REGISTRY

FILE

Travel

Chief, Support Services Staff
Room 710, Magazine
Chief, Regulations Control Branch
Room 705, Magazine

REF: Telephone request to C/RCB fr O/ADD/S
to suspend action on proposed HN [] on 24 Mar 69.

25X1

To 1 - For your information.

To 2 - Forwarded herewith for publication is
a revision of HN [] subj: Establishment of a CIA
Travel Policy Committee. (See paragraphs 2.a. and b.
and line 8 of paragraph 4.) DD/Pers has concurred.
D/F has also concurred.

John W. Coffey

Att

Assistant Deputy Director for Support 7D18, Hqs

ADD/S:JWC/ms (17 April 69)

Distribution:

Orig RS - Adse, w/O of Att (DD/S 69-1741)

1 - DD/S Chrono, w/cy of Att

1 - DD/S Subject, w/cy of Att & Background (DD/S 69-1285,
69-0973, 69-0683, 69-0721, 69-0710)

DD/S 69-1741: Proposed [] subj: Establishment of a CIA Travel

25X1

SECRET

DD/S

Approved For Release 2002/08/28 : CIA-RDP84-00780R003200050001-3

Assistant Deputy Director for Support
Room 7D18, Hqs

16 APR 1969

Director of Finance
Room 1212, Key Building

Les -

D/Pers was worried by the earlier wording which had not been coordinated with him -- more especially was he bothered by the seeming encroachment on his regulatory responsibilities. We, therefore, held up actual printing and produced the attached substitute paragraphs 2.a. and b. which D/Pers has accepted although he continues to have some reservations about the whole of the Travel Committee setup. I apologize for not having got the suggested substitute paragraphs to you simultaneously with having sent them to D/Pers. I hope that you can find them acceptable so that we can, at long last, print the Notice and get the group into business, which, after all, will be the proof of the pudding one way or the other. Perhaps you could call us after you have had a chance to read the attached.

(SIGNED) John W. Coffey

John W. Coffey

25X1

17 April 69

Mr. Bush, D/F, telephoned his concurrence to Mr. Coffey.

Att

Revision of proposed HN
subj: Establishment of a CIA Travel
Policy Committee (DD/S 69-1741)

ADD/S:JWC/ms (16 April 69)

Distribution:

Orig RS - Adse, w/t cy of Att

1 - DD/S Chrono, w/o Att

1 - DD/S Subject, w/cy of Att
& Background File

(DD/S 69-1285, 69-1224,
69-0973, 69-0683, etc.)

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DD/S 65-001

Approved For Release 2002/08/28 : CIA-RDP84-00780R003200050001-3

TRAVEL

25X1

ESTABLISHMENT OF A CIA TRAVEL POLICY COMMITTEE

1. GENERAL

Effective with the publication of this notice, there is established a CIA Travel Policy Committee to advise and assist the Deputy Director for Support in connection with the timely review and adoption of Agency travel policies, the coordination and promulgation of travel regulations, and the review and adjudication of disputed travel claims.

2. RESPONSIBILITIES

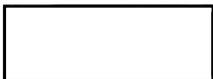
The Committee will be responsible for:

- a. Evaluating recommended changes of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility and consistency of application.
- b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof. When an inconsistency is determined to exist, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure.
- c. Analyzing Agency travel policies with a view to improving efficiency, reducing costs, and ensuring equity and consistency in the application of travel policies and regulations.
- d. Reviewing disputed or appealed travel claims and making recommendations to the Deputy Director for Support respecting the validity and equitable settlement of such claims.
- e. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

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~~SECRET~~

25X1



TRAVEL

3. AUTHORITIES

Each member of the Committee will be delegated authority by the appropriate Deputy Director to represent that Directorate in connection with the formulation of travel policy, and will be authorized to coordinate for and on behalf of his respective Directorate on all regulatory issuances pertaining to travel.

4. COMPOSITION OF COMMITTEE

The Committee will be composed of:

25X1



Support Services	Chairman
Clandestine Services	Member
Directorate of Intelligence	Member
Directorate of Science and Technology	Member
Office of General Counsel	Member
Office of Finance	Advisor and Secretary

Representatives of the Offices of Personnel and Security and the Central Cover Staff will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

(S) [Signature]
R. L. BANNERMAN
Deputy Director
for Support

17 APR 1969

DISTRIBUTION: AB

Mr. C. -

I have drafted a Routing Slip

to Mr. -- attached.

P.

Does OF know
what we've done?

ILLEGIB

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2. *Responsibilities*
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b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof. When an inconsistency is determined to exist, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Coffey -		
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <div>called this morning and is deeply concerned that the Agency Travel Policy Committee will have authority to generate changes to the Regulations. I think that his fears would be allayed by changing Para's 2 a and b as shown in the attached draft, and I don't think that this change would have a detrimental effect on the Committee.</div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			3/24/69

a. Evaluating recommended changes of Agency travel policies, regulations and practices from the standpoint of legality, equity, economy, administrative feasibility and consistency of application.

b. Ensuring that Agency travel regulations and practices are in accordance with applicable laws and with officially authorized interpretations thereof. When an inconsistency is determined to exist, it will be referred to the appropriate action office for development of a proposed change in policy, regulation or procedure.

P-

re DD/S 69-1224/69-1285
proposed HN

STAT

Emergency
Pull the plug
on the travel
Committee
notice.

STAT

Box 8.37 M.
3/24/69

This Notice Expires 1 April 1970

TRAVEL

HN
10 March 1969

25X1

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- e. Ensuring that the Deputy Director for Support and other senior officials as appropriate are provided with timely authoritative advice respecting travel policies, problems, and practices.

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Chief, Support Services Staff
Rm 710, Magazine
Chief, Regulations Control Branch
Rm 705, Magazine

To 1 - For your information.

To 2 - Request publication of the attached
draft Headquarters Notice, subj: Establishment of
a CIA Travel Policy Committee.
Also attached, FYI and reference, is a copy of
background memo (DD/S 69-0491).

(signed) John W. Coffey
John W. Coffey

10 MAR 1969

Acting Deputy Director for Support - 7D18, Hqs

ADD/S:JWC/ms (10 Mar 69)

Distribution:

- Orig - C/RCB via C/SSS, w/O of proposed Notice & cy of DD/S 69-0491)
- 1 - DD/S Chrono, w/cy of proposed Notice
- 1 - DD/S Subject, w/cy of proposed Notice & Background (DD/S
69-0491)

ORGANIZATION



25X1

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4. COMPOSITION OF COMMITTEE

The Committee will be composed of:

Directorate of Support - Chairman

Directorate of Plans - Member

Directorate of Intelligence - Member

Directorate of Science & Technology - Member

Office of General Counsel - Member

Office of Finance - Advisor and Secretary

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*
Mar 69 -
JWC ok'd Mr. []
proposal to change to
"Support Services" and
"Clandestine Services" in
accordance w/ExDir memo
dated 19 Jul 66 (DD/S 66-3775)

Representatives of the Offices of Personnel and Security, and the Central Cover Staff, DD/P, will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

(signed) John W. Callahan

R. L. BANNERMAN
Deputy Director
for Support

10 MAR 1963

DISTRIBUTION:

STAT

- 3 Mar 69

MR. COFFEY -

~~SECRET~~

SSA/PDS 69-0436

Approved For Release 2002/08/28 : CIA-RDP84-00780R003200050001-3

69 0973

27 February 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : CIA Travel Policy Committee

Pursuant to your request, we are nominating

Mr. as advisor and secretary to the
CIA Travel Policy Committee.

L. E. BUSH
Director of Finance

25X1

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~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

2/14/69

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Mr. Coffey

I don't see a problem here, because I think that without being told, the Chairman would coordinate any proposed change with any office which might be affected by the change.

However, it might be worthwhile for us to issue an instruction to the Chairman that when a proposed change would have an effect on the activities of a Support Component, a representative of that Component would be invited to attend the deliberations.

STAT

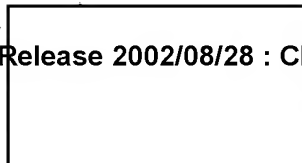
Mr.
legitimate worries? If
so we should adjust wording
before notice is distributed.
I want that OP is over
reacting but would like
your views.

JWC

14 FEB 1969

STAT

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FEB 13 1969

MR. COFFEY

MR. BANNERMAN

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67-0673
2002/08/28 04-0331

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Establishment of a CIA Travel Policy Committee

REFERENCE : Memo for DD/I, DD/P, DD/S&T, GC fr DD/S dtd
5 Feb 69, same subject

1. This memorandum is for your information.

2. We have not had the opportunity in the Office of Personnel to read the background material on which the Inspector General based his recommendation that a CIA Travel Policy Committee be established. We must assume that there were instances of sufficient number and importance to bring about such an action. We are, however, much concerned that the proposed notice does not limit the authority of the Committee, particularly in regard to the fact that travel in and of itself cannot be divorced from personnel action--particularly the establishment of length of tour, home leave, medical evacuation, and the like which are the responsibilities of my Office.

3. I am prepared to nominate [redacted] to represent this Office as an advisor to the Committee. I shall ask him to keep me informed of those areas of Committee consideration which require coordination or action by this Office.

25X1

[redacted]

25X1

Robert S. Wattles
Director of Personnel

69-6721

MEMORANDUM FOR: Deputy Director for Support
SUBJECT : Establishment of a CIA Travel
Policy Committee

STAT
STAT
The Intelligence Directorate designates
Miss [] Chief, Administrative
Staff, [] to serve on the CIA Travel Policy
Committee.

[]
EDWARD W. PROCTOR
Assistant Deputy Director for Intelligence

STAT

69-0710

DD/P 9-0516

12 FEB 1969

MEMORANDUM FOR: Deputy Director for Support

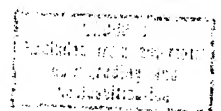
SUBJECT: Establishment of CIA Travel
Policy Committee

REFERENCE: DD/S 69-0491 dated 5 February 1969

25X1 Mr. [REDACTED], Chief of publications control in
the Clandestine Service, is designated as this Directorate's
representative on the CIA Travel Policy Committee.

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[REDACTED]
Thomas H. Karamessines
Deputy Director for Plans



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Next 4 Page(s) In Document Exempt

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DD/S 69-0491

7 FEB 1969

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
General Counsel

SUBJECT : Establishment of a CIA Travel Policy Committee

1. The Inspector General in his last survey of the Office of Finance included a recommendation that I prepare and submit to the Executive Director-Comptroller for approval a proposal for the establishment of the CIA Travel Policy Committee. This recommendation was approved and a proposed Notice, announcing the establishment and assignment of responsibilities of such a Committee, was submitted to the Executive Director-Comptroller as a part of a final report on the IG Survey, which he approved and accepted as such.

2. I am now moving to establish the Travel Committee which will be announced in a Headquarters Notice, a draft copy of which is attached for your information. Despite the fact that another inter-Directorate group is thereby established, I believe that you will agree that this group is needed and that each of us will benefit from its operation as we have from the operations of the Covert Tax Committee and the Administrative Allowances Committee. I am designating Mr. [REDACTED], Deputy Director for Finance Operations, Office of Finance, as Chairman and would appreciate receiving the name of your designee on the Committee as soon as convenient.

25X1

(DD/S 69-0491, 69-0491)
SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Att

cc: Director of Finance, w/Att
Director of Personnel, w/Att
Director of Security, w/Att

ILLEGIB

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ORGANIZATION

HN

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25X1
HN ☐

ORGANIZATION

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25X1

The Committee will be composed of:

A Senior Officer designated by DD/S - Chairman

A Senior Officer designated by DD/P - Member

A Senior Officer designated by DD/I - Member

A Senior Officer designated by DD/S&T - Member

A Representative of the Office of General Counsel - M

A Representative of the Office of Finance - Advisor & Secretary

HN 25X1

ORGANIZATION

Representatives of the Offices of Personnel and Security, and the Central Cover Staff, DD/P, will be called upon to act as Advisors to the Committee, as required. The Committee will meet as often as necessary at the call of the Chairman.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

DATE 4 February 1969		
TO: Mr. Bannerman		
ROOM NO.	BUILDING	
REMARKS: Recommend <u>4</u> signatures. <div style="text-align: center;">[Signature Box] John W. Coffey</div>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

STAT